

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**REGULATION SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a regulation program or specialty area; or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

**Position Code Title - Regulation Specialist-2**

Regulation Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

**Position Code Title – Regulation Specialist-3**

Regulation Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

**Position Code Title – Regulation Specialist-4**

Regulation Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to an executive.

First-level specialists are classified at the advanced level of the Regulation Agent or Regulation Officer jobs.

**JOB CONCEPTS**

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide,

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departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

#### Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

#### Specialist

Schedules and prepares agenda for and completes minutes of regulatory board meetings; keeps board informed of problems in the regulated field and recommends action to be taken; serves as liaison between the board and the public.

Reviews applications for licenses, registrations or permits; determines whether applications and documentation meet the requirements of the applicable act and its rules; recommends approval or denial based on findings.

Drafts rules, policy statements, and procedures for administration of the applicable act and prepares proposed legislation; conducts public hearings on proposed changes.

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Conducts on-site inspections and examines records to ensure compliance with an act or set of laws.

Investigates possible violations of an act or a law; upon finding violations, secures evidence for use in preparing reports, testifying at hearings, etc.

Delivers public speeches regarding the regulated field to interested groups; explains the act or laws to individuals or companies considering entering the regulated field.

Formulates procedures, policies, and guidelines for assigned regulation programs.

Performs duties of unusual significance or importance to the Department.

Makes recommendations in areas of expertise.

Develops program goals and plans for implementation.

Develops alternative strategies for programs based on analysis and research in an assigned specialty area.

Acts as a liaison with other agencies, organizations, and employees to coordinate regulation programs.

Plans and coordinates the training of staff in regulatory activities.

Serves as a technical advisor and liaison with industry, community groups, and/or governmental agencies.

Conducts special projects and studies relating to the regulated area.

Prepares budgets.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

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### **Administrative Assistant**

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting and reporting.

Knowledge of fiscal planning, budgeting, and management.

### **Specialist**

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

### **Administrative Assistant and Specialist**

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

### **Working Conditions**

Some jobs require travel.

### **Physical Requirements**

None.

### **Education**

Possession of a bachelor's degree in any major.

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### **Experience**

Four years of experience in regulation, including two years of experience equivalent to a Regulation Agent P11 or Regulation Officer P11.

**OR**

One year of experience equivalent to a Regulation Agent 12 or Regulation Officer 12.

### **Alternate Education and Experience**

Six years of experience as a State Police Detective Sergeant or equivalent may be substituted for the experience and education required at the 13-15 levels. The determination of equivalent experience is based on a comparison of an applicant's experience and training to the experience and training, specifically as it relates to investigative training, of a Michigan State Police Detective.

### **Special Requirements, Licenses, and Certifications**

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience, training, or license.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
REGLTNSPL

**Job Code Description**  
Regulation Specialist

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Regulation Specialist-2	REGSPL2	NERE-182
Regulation Specialist-3	REGSPL3	NERE-186
Regulation Specialist-4	REGSPL4	NERE-188